

<b>JOB TITLE:</b> Climate Change Project Manager	
<b>TEAM/PROGRAMME:</b> Emergency	<b>LOCATION:</b> Ha Noi
<b>GRADE:</b> TBC	<b>POST TYPE:</b> National
<b>CHILD SAFEGUARDING:</b> TBC	
<b>ROLE PURPOSE:</b> This position is responsible for the overall field management of Save the Children’s AusAID-funded Community-based Adaptation Project activities	
<b>SCOPE OF ROLE:</b> <b>Reports to:</b> Climate Change and Emergency Program Manager  <b>Staff reporting to this post:</b> Two  <b>Budget Responsibilities:</b> USD 300,000  <b>Regional Dimensions:</b> None	
<b>KEY AREAS OF ACCOUNTABILITY:</b> <ul style="list-style-type: none"> <li>• Management of project activities           <ul style="list-style-type: none"> <li>– Oversee field implementation to ensure project activities are delivered on time</li> <li>– Liaise and manage relationships and contracts with key project partners including provincial government agencies and local partners</li> <li>– Develop and review project workplans including that of partner organizations</li> <li>– Actively participate and provide input for developing new concept notes/proposals and program strategies</li> </ul> </li> <li>• Staff management           <ul style="list-style-type: none"> <li>– Provide direct supervision to Project Officers and/or Assistants to ensure the project team works productively in field implementation</li> <li>– Work together with project team’s members to identify clear performance objectives for each member including capacity building, and support and motivate them to develop and implement their plans to achieve their objectives</li> </ul> </li> <li>• Financial management           <ul style="list-style-type: none"> <li>– Ensure the effective and efficient use of all Save the Children resources in order to keep costs low and ensure safety in the workplace</li> <li>– Manage project budgets including developing, reviewing, and monitoring project budgets and partners’ budgets, cash forecast, and phasing budgets</li> <li>– Reviewing monthly financial reports and listing of expenditures prepared by Finance Team</li> </ul> </li> <li>• Monitoring and evaluation           <ul style="list-style-type: none"> <li>– Lead project-level M&amp;E, including regular monitoring visits to provinces and the project mid-term review and endline study</li> <li>– Lead development of case studies and other project materials</li> <li>– Collate reports from Project Officers for submission to senior managers and produce regular internal and donor reports</li> </ul> </li> <li>• Representation, advocacy and networking           <ul style="list-style-type: none"> <li>– Support engagement and communication with AusAID on project progress with lead technical advisor</li> <li>– Support national level project activities, including advocacy and coordination</li> <li>– Serve as the main contact to represent the Project in participating provinces and maintain effective links with local partners at all levels to facilitate implementation, sustainability and scalability of the project</li> </ul> </li> </ul>	

- Maintain effective collaborations with other partners and organizations and related projects in the same provinces for better integration and coordination
- Build and maintain effective partnerships and networks with relevant technical groups, civil society groups, NGOs, and UN agencies for effective implementation and scalability of the project

**SKILLS AND BEHAVIOURS**

- Excellent project management skills, including planning, monitoring, budgeting, and reporting
- Contract management skills
- IT skills (MS Outlook, Word, Excel & Powerpoint)
- Training skills
- Written communication skills
- Collaboration with partners
- Financial and ethical integrity
- Awareness of climate change impacts in Vietnam, community-based adaptation practice and behaviour change communication methodologies would be an advantage

**QUALIFICATIONS AND EXPERIENCE**

**Essential**

- University degree in a related subject, e.g., environment, FSL, community development, etc.
- Minimum 5 years of project management experience
- Experience managing project teams remotely
- Experience of working with local government and partners
- Experience writing donor reports
- Experience of managing consultants
- Good communication skills and a positive attitude to team work
- Working level of spoken and written English
- Commitment to Save the Children’s values

**Desirable**

- Familiarity with community based adaptation models
- Familiarity with community based researches and assessments
- Experience in climate change adaptation, preferably with an NGO
- Prior experience in DRR and/or livelihood programming is a plus

**Equal Opportunities**

The post holder is required to carry out the duties in accordance with the Save the Children International (SCI) Equal Opportunities and Diversity policies and procedures.

**Health and Safety**

The post holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

**Additional job responsibilities**

The job duties and responsibilities as set out above are not exhaustive and the Post holder may be required to carry out additional duties within reasonableness of their level of skills and experience

**Date of Issue:**

**Author :** Tuan Doan